

As you may be aware, the Washington Metropolitan Area Transit Authority (WMATA) recently announced the launch of the SafeTrack plan to address safety recommendations and improve Metrorail service reliability. The plan outlines 3 years' worth of work being accelerated into approximately a 1-year period beginning on June 4, 2016.

Metrorail work is expected to result in single tracking, line segment shutdowns, and long duration outages that will likely result in increased traffic congestion and significant delays in public transportation for Washington, D.C. commuters. Metro riders are encouraged to travel outside rush-hour periods and to use alternative commuter options if possible. Commuters should expect that all forms of commuting may be impacted.

NASA Headquarters will remain open during normal hours throughout the SafeTrack work. However, due to the expected traffic congestion, delays, and disruption to commuting options in the Washington, D.C. area, supervisors are encouraged to approve alternative work arrangements, as long as they do not hinder operations or the overall mission of the organization. This ensures the continuity of operations and minimizes the impact of the SafeTrack work on completing Agency mission objectives.

Employees should allow extra time for travel to and from work and consider the use of the following scheduling flexibilities:

- Alternative work schedules and leave options
- Telework - Eligible civil service employees may request telework, as long as the work to be carried out is portable and meets the requirements as delineated in [NPR 3600.2A, NASA Telework Program](#).

Employees are urged to monitor local news media and the WMATA website <http://www.wmata.com/> for announcements on metro rail closures and disruptions to public transportation.

Frequently Asked Questions, the Metro SafeTrack Plan and other helpful tools can also be found on the News and Info section of the Human Resources Management Division website <http://www.hq.nasa.gov/office/hqhr/index.html>

Contractor employees should contact their respective company supervisor to obtain information on their leave and work schedule entitlements.

Please contact the following points of contacts for additional information regarding:

- Telework/alternative work schedules: Rhonda Taylor 202-358-0444 or rhonda.l.taylor@nasa.gov
- WebTADS: Help desk 202-358-4690 or hq-webtads-help-desk@mail.nasa.gov
- IT services: NASA Help Desk 202-358-4357
- Transit fare subsidy and parking: Rose Butler 202-358-0184 rose.t.butler@nasa.gov

